

SIGN IN SHEET

RFP PMB-2013-13	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES FOR THE STATE LOW INCOME PUBLIC HOUSING PROPERTIES UNDER MANAGEMENT UNIT 42 ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA – Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you pick up your Request for Proposals (RFP) packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at 832-6038.

Pre-Proposal Conference / Site Inspection:	November 13, 2013 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST), HPHA – Building E Conference Room, 1002 North School Street, Honolulu, HI 96817. Site inspection to follow at approximately 10:15 a.m. HST
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on December 9, 2013 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	December 2013/January 2014
Contract Start Date:	January 31, 2014, 12:01 p.m. HST

Date: _____	
Company: _____	
Address: _____	
Phone No. _____	Cell No. _____
Fax No. _____	
Email Address: _____	
Contact Person: _____	

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the proposal:

- ☒ Hawaii Compliance Express, Certificate ☒ Corporate Resolution
☒ Wage Certificate

The following shall be submitted prior to start of contract, no later than January 25, 2014:

- ☒ Certificate of Insurance
☐ Other: _____